**Superintendent and Executive Regional Directors**

**2013-2014 Planning Meeting**

**July 30 and 31, 2013**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education, meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for July 30 meeting:**

* Create structure for Supt/ERD weekly meetings that models expectations we have for principals and PLC teams
* Discuss purpose/plan/needs for August Superintendent meetings with principals
* Confirm dates for *PLC at Work Institute*, 2014
* Update on progress of Leadership Team Celebration planned for August 22
* Review draft agenda for PLC Leadership team meeting on August 12
* Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise
* Review draft 2013-2018 Strategic Plan for content, determine next steps for format

**Roles for July 30 meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA – July 30, 2013 1:30-5:30pm**

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| **TIME** | **ACTIVITY** |
| **1:30-1:40** | Review and revise agenda |
| **1:40-1:50** | Reading |
| **1:50-2:15** | Create structure for Superintendent/ERD weekly meetings that models expectations we have for principals and PLC teams:   1. Create Supt/ERD norms and responses when norms are not followed 2. Determine ongoing roles and timelines for serving in roles for Supt/ERD meetings    1. Agenda setting/creation    2. Reading    3. Facilitator/time-keeper    4. Note-taker 3. Agree on mutual commitments: ERD to Superintendent and Superintendent to ERD; also discuss ERD to Principal and Principal to ERD expectations/commitments 4. Communication: Decide on themes of regular updates for Supt/ERD weekly meetings, e.g. Mark: Capstone Projects, Heather: Healthy Kids Summit, Karen: District PLC Leadership Team (formerly TSSS) |
| **2:15-2:30** | Discuss purpose/plan/needs for August Superintendent meetings with principals |
| **2:30-2:45** | Confirm dates for *PLC at Work Institute*, 2014   * Monday and Tuesday, August 4-5, 2014 * Lincolnshire: same time zone as this year – 6:45am-2:45pm * Western Montana Fair begins noon on Tuesday, August 5, 2014 * CSPD/Blackfoot August Institute (if collaboration continues in 2014) will be Wednesday-Friday, August 6-8, 2014 |
| **2:45-3:00** | Update on progress of Leadership Team Celebration planned for August 22 |
| **3:00-3:15** | BREAK |
| **3:15-3:30** | Review draft agenda for PLC Leadership team meeting on August 12 |
| **3:30-3:45** | Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise |
| **3:45-5:15** | Review draft 2013-2018 Strategic Plan for content, determine next steps for format |
| **5:15-5:30** | Conclude; review/revise agenda for tomorrow’s session (July 31) |

**Short-term targets for July 31 meeting:**

**Roles for July 31 meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA – July 31, 2013 1:30-5:30pm**

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| **TIME** | **ACTIVITY** |
| **1:30-1:40** | Review and revise agenda |
| **1:40-1:50** | Reading |
| **1:50-2:15** | Create structure for Superintendent/ERD weekly meetings that models expectations we have for principals and PLC teams:   1. Create Supt/ERD norms and responses when norms are not followed 2. Determine ongoing roles and timelines for serving in roles for Supt/ERD meetings    1. Agenda setting/creation    2. Reading    3. Facilitator/time-keeper    4. Note-taker 3. Communication: Decide on themes of regular updates for Supt/ERD weekly meetings, e.g. Mark: Capstone Projects, Heather: Healthy Kids Summit, Karen: District PLC Leadership Team (formerly TSSS) |
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| **5:00-5:30** | Conclude; review/revise agenda for tomorrow’s session (July 31) |